Iowa Balance of State Continuum of Care (CoC) DRAFT 2015 CoC Renewal Project Application

Comments Requested:

TBD

Process to Submit Comments:

On behalf of the Iowa Council on Homelessness, the Iowa Finance Authority will collect comments on this DRAFT 2015 CoC Renewal Project Application and make them available for review. **Comments must be received by XXXXXX.** Written comments may be submitted by email to amber.lewis@iowa.gov.

Proposed 2015 Renewal Project Application Timeline:

(Note: This timeline is subject to change depending on when HUD opens the CoC competition. Other dates may be added regarding the Esnaps portion of the applications, or other steps as determined necessary by the CoC Committee or Council.)

Friday, February 13th, 2015: DRAFT 2015 CoC Renewal Project Application and Ranking Process released for stakeholder comment.

Friday, March 6th, 2015: Comments due.

March XXXX, 2015: CoC Committee meets to review comments and recommend a 2015 CoC Renewal Project Application and Ranking Process.

Wednesday, March 18th, 2015: Iowa Council on Homelessness meeting; council votes on 2015 CoC Renewal Project Application and Ranking Process.

Friday, April 24th, 2015: 2015 CoC Renewal Project Applications due.

May XXXX, 2015: CoC Committee members have scored applications independently; committee meets to discuss scoring and recommend rankings.

Friday, May 15th, 2015: Iowa Council on Homelessness meeting: Council reviews and votes on recommended renewal project rankings.

Appeals Process, dates TBD: Any appeals will be considered by the Executive Committee of the Iowa Council on Homelessness. The dates will depend on HUD's competition deadlines.

Proposed 2015 Project Funding Levels Based on Ranking:

The proposed process for project funding based on ranking consists of the following:

- Renewal projects will be scored and ranked according to the information in this application.

- Tiered funding based on scoring: TBD.

- Renewal projects with unspent funds: TBD.

- Other: TBD.

Because HUD establishes specific thresholds for final CoC-wide funding amounts, it is assumed that final recommended funding amounts for projects may vary slightly to meet these final thresholds.

HUD's final funding amounts for the 2015 CoC competition are not yet known. The CoC proposed funding levels described here could vary depending on these final amounts.

Proposed 2015 Project Application:

Due Friday, April 24th, 2015, 4:30 p.m. (ONLY if approved in timeline above, and ONLY if the final HUD competition timeline corresponds!)

Introduction

The Iowa Balance of State Continuum of Care (CoC) is requesting 2015 Project Applications for Renewal Projects.

The Continuum of Care (CoC) Program: This is a competitive program of the U.S. Department of Housing and Urban Development (HUD). CoC Program information from HUD can be found at this link: https://www.onecpd.info/coc/.

The 2015 CoC Competition: HUD structures the CoC competition so that communities (called Continuums of Care or CoCs) typically apply for the program through one annual Consolidated Application. This Consolidated Application contains all the new and renewal Project Applications within that CoC. HUD is taking steps to open the 2015 competition earlier this year. HUD has not yet actually opened the competition, so we do not know many details. We do not know if funds will be available for new projects. We assume that CoCs will be required to rank Project Applications in order of priority. We also assume that projects will still be required to submit applications in HUD's Esnaps system, in addition to the applications submitted for CoC review and ranking. Project applicants also may be required to submit additional community planning information, in order to complete other sections of the Consolidated Application.

The Iowa Balance of State CoC: In Iowa, the Balance of State CoC includes most of the state, with the exception of Polk, Woodbury, and Pottawattamie Counties. The decision-making body for the Iowa Balance of State CoC is the Iowa Council on Homelessness; the Continuum of Care Committee of the council leads the application process. Any CoC project applicant within the Balance of State must submit their application for review by the Continuum of Care Committee and the council; the council then votes on the entire CoC Project Rankings and any related materials to submit to HUD. During this process, the Iowa Finance Authority provides administrative support, including submitting the final approved application materials and project rankings to HUD.

Possible Reallocation of Renewal Project Funds: HUD encourages communities to analyze their portfolio of grants to determine if there is the right mix of housing and services and whether funding for some projects, in whole or in part, should be reallocated to make resources available for new efforts. More information is available from HUD's 2014 "Letter from Ann Oliva to Grant Recipients, CoC Leaders, and Stakeholders:" https://www.hudexchange.info/resources/documents/letter-from-ann-oliva-to-grant-recipients-coc-leaders-and-stakeholders-fy-2014.pdf. We assume HUD will follow a similar process for reallocation during 2015. More information will be provided as it becomes available.

Resources: Application resources and materials will be posted to this page, as they are available: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107.

Application Process

Application Reviews: Project Applications will be reviewed first by the Continuum of Care Committee. Recommendations for Project Application ranking will be made at a meeting of this committee; resources for this meeting will be available in advance on this page online: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/95). The Iowa Council on Homelessness will vote on these recommendations at their meeting on XXXXXXX. This meeting is an open, public meeting, and anyone can join in one of three ways: in person at the Iowa Finance Authority, 2015 Grand Avenue, Des Moines, Iowa, 50312; by conference call at (866) 685-1580, code 515-725-4942; or at one of several ICN locations around the state, with locations published online in advance of the meeting on this page: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/165.

Appeals Process: According to an Appeals Process established in 2014, the Executive Committee of the Iowa Council on Homelessness considers any appeals of CoC competition scoring, ranking, or funding recommendations. After the Iowa Council on Homelessness votes on the CoC project ranking, any project may appeal the council's decision. The appeal must be written and addressed to the Executive Committee of the Iowa Council on Homelessness, and submitted to the Iowa Finance Authority on the council's behalf. Appeals must be received by the Iowa Finance Authority within one week of the Iowa Council on Homelessness's initial project ranking vote (by XXXXXXX). Email is the preferred method of submitting an appeal (amber.lewis@iowa.gov). The Executive Committee of the Iowa Council on Homelessness will review any appeals received and issue a final decision.

Application Requirements: Renewal Project Applicants must complete and submit the following:

- **Part 1: 2015 Project Narrative**
  - Submit by email to amber.lewis@iowa.gov.
  - **Deadline: XXXXXX**

- **Part 2: 2015 Project Application in HUD's online E-snaps system:**
  - https://www.onecpd.info/e-snaps/guides/coc-program-competition-resources
  - **Deadline: TBD, based on when HUD opens the competition.**

- **Part 3: 2015 Community Planning Narrative**
  - Submit by email to amber.lewis@iowa.gov.
  - **Deadline: TBD, based on when HUD opens the competition.**

- **Part 4: Other Attachments**
  - HUD Form 2991: Certificates of Consistency with the Consolidated Plan
  - Leveraging Letters
  - Other
  - **Deadline: TBD, depending on final details when HUD opens the competition.**

Notice of Public Posting: Project Narratives will be posted online for review. Project Applicants should ensure that no confidential information is submitted which cannot be posted publicly. If confidential information must be included, the applicant must submit two versions, clearly marked, one that is the full application and one for posting that excludes the confidential information.

Contact Information for Iowa Balance of State CoC Application

Amber Lewis Iowa Finance Authority Amber.lewis@iowa.gov (515) 238-1930	Josh McRoberts Iowa Finance Authority Josh.McRoberts@iowa.gov (515) 725-4884
Zeb Beilke-McCallum Chair, CoC Committee zebb@icadv.org (515) 244-8028 x411	Donna Phillips Chair, Iowa Council on Homelessness Chair, Executive Committee donna.phillips@iowa.gov (515) 281-7215

2015 Iowa Balance of State CoC Competition Project Narrative

APPLICANT NAME AND LOCATION

Organization Name:
Project Name:
Renewal or New Project:
Type of Project (PSH, PH-RRH, TH, SSO, HMIS):
Federal DUNS Number:
Address:
Contact Person:
E-mail & Phone:
Secondary Contact Person:
Email & phone:
Is your organization registered in the federal System for Award Management (SAM)?

Directions: HMIS Project Applicants, begin on Question 9. All other Renewal Project Applicants, answer Questions 1 – 15. Points possible: 90 regular points + 10 bonus points = 100 total.

BONUS FOR VOLUNTARY REALLOCATION (TBD)

More information about HUD's experiences last year with reallocation is available at this link from HUD's SNAPS In Focus, "Lessons Learned in FY 2013:"
https://www.hudexchange.info/news/snaps-in-focus-lessons-learned-in-fy-2013.

PROJECT DESIGN (35 points)

HUD's guidance is that CoC's should prioritize admission for the chronically homeless, especially in Permanent Supportive Housing. More information is available at this link from HUD's SNAPS Weekly Focus, "Giving Priority to Chronically Homeless Persons:"
https://www.hudexchange.info/news/snaps-weekly-focus-giving-priority-to-chronically-homeless-persons/.

1) Prioritization to end chronic homelessness: **(10 points)**
    a. How many beds does your project have?
    b. What percentage is currently dedicated to serving the chronically homeless?
    c. How many beds will your project commit to prioritize for the chronically homeless through turnover in the future?
    d. Identify your project's response to this question on the 2013 and 2014 CoC Project Applications, and compare your results this year.

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

As a second priority population for CoC programs, HUD encourages communities to serve adults, youth, and families who are unsheltered and those accessing emergency shelter, before serving persons experiencing other forms of homelessness. More information on this and other priorities is available from a report released on July 23, 2014, for the Polk County Continuum of Care Board by Barbara Poppe and Associates (Barbara Poppe is the former director of the U.S. Interagency Council on Homelessness). This report is available on this page: http://www.iowafinanceauthority.gov/Home/DocumentSubCategory/107.

2) Prioritizing those who are unsheltered or accessing emergency shelter:
   a. Based on your most recent APR, how many participants entered the program as unsheltered or from an emergency shelter? How does this compare to the total number of participants that entered your program? **(10 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

HUD encourages programs to follow Housing First practices. The U.S. Interagency Council on Homelessness offers the Housing First Checklist to help programs determine the extent to which they follow a Housing First approach. The checklist can be found at this link: http://usich.gov/usich_resources/fact_sheets/the_housing_first_checklist_a_practical_tool_for_assessing_housing_first_in. Additional information from HUD is available at this link from HUD's SNAPS In Focus, "Why Housing First:" https://www.hudexchange.info/news/snaps-in-focus-why-housing-first/.

3) Describe your project's policies in the following Housing First practice areas: **(15 points)**
   a. Are applicants required to have income prior to admission?
   b. Are applicants required to be "clean and sober" or "treatment compliant" prior to admission?
   c. Are tenants terminated from the program for not following through on their services and/or treatment plan?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

In July 2014, HUD released "Systems Performance Measures: An introductory guide to understanding system-level performance measurement." The guide can be found at this link: https://www.hudexchange.info/resources/documents/System-Performance-Measures-Introductory-Guide.pdf. A key measure that applies to CoC programs is the following:

- ***The percentage of adults who gain or increase employment or non-employment cash income over time.***

4) How will your project further this goal? Include a discussion of past performance related to this goal. **(10 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

5) Budget request: **(1 point)**
   a. What is the amount of this project's total 2015 Annual Renewal Request, as listed in Column AU of the approved Grant Inventory Worksheet (GIW)?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

6) Total clients served: **(1 point)**
   a. How many total clients were served by your project during the most recently completed operating year (based on the most recent submitted APR)?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

7) Based on responses to the prior two questions, what is the cost per client served? What cost-per-client factors should be considered for your program? **(3 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

8) Exits to permanent destinations: **(10 points)**
    a. Of these clients served, how many exited to permanent destinations (or remained in permanent housing)? What does this indicate about your program?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

CONTINUUM OF CARE PARTICIPATION (13 points)

9) Annual Performance Report (APR) Submission: **(3 points)**
    a. Did your agency submit a complete copy of the most recent project HUD APR to the Iowa Finance Authority within 90 days of the end of the project's operating year?

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

10) Has any representative of your program been an active participant in the Iowa Council on Homelessness bi-monthly meetings? *(Note that anyone can participate in council meetings even if not a voting member.)* Briefly describe. **(5 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

11) Has any representative of your program been an active participant in Iowa Council on Homelessness committees and working groups? Briefly explain. **(5 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

BUDGET AND CAPACITY (17 points)

12) HUD Grant Monitoring **(2 points)**
   a. Describe any HUD CoC Project monitoring results during the past three years.

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

13) Verify that the amount requested for Administration Costs in the E-snaps Project Application will not exceed 7% (or the amount listed on the GIW, if a Renewal Project). Applications will not be approved if Administration Costs are greater than 7%. **(2 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

14) Is your agency drawing down CoC funds from HUD at least quarterly? Explain. **(3 points)**

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

15) Spending history: **(10 points)**
   a. Review the information for your project listed in the spreadsheet, "2015 Iowa Balance of State CoC Competition: Renewal Project Spending" (when available). If corrections are needed for the information in the spreadsheet, email them to amber.lewis@iowa.gov. Did your project expend all funds? Please explain.

(Type your response here. Responses should be limited to what can fit in this box, with 12 point font.)

HMIS PROJECTS ONLY (60 points; in lieu of Questions 1 – 8 above)

16) HMIS-only questions:

    a. Is the HMIS section of the Governance Charter up-to-date and accurate? **(1 point)**

    b. Are the following plans in place:

        i. Privacy Plan? **(1 point)**

        ii. Security Plan? **(1 point)**

        iii. Data Quality Plan? **(1 point)**

    c. How are these plans reviewed by the CoC and by the HMIS Lead regularly? **(3 points)**

    d. How much of the total HMIS budget (not including required match) is supported through non-CoC Program cash or in-kind sources? If less than 25%, describe efforts to increase funding from non-HUD sources. **(3 points)**

    e. What was the percentage of null or missing values for the Universal Data Elements on the day of the 2014 Point-in-Time count (or 2015 PIT count, as applicable and/or directed by HUD, depending on 2015 competition dates)? If greater than 10%, describe steps to support the CoC in reducing null or missing values. **(3 points)**

    f. Do the existing HMIS Policies and Procedures include adequate procedures to ensure valid program entry and exit dates are recorded in HMIS? **(3 points)**

    g. Were PIT results reported to HUD in HDX by April 30th, 2014? **(3 points)**

    h. Does the HMIS Lead support the CoC in collecting and reporting accurate and quality subpopulation data for the sheltered homeless during the PIT count? **(3 points)**

    i. Does the HMIS Lead support methods to reduce double-counting of the unsheltered homeless during the PIT count? **(3 points)**

    j. What is the current overall bed coverage rate for the CoC? Briefly describe steps to support the CoC in increasing the rate. **(5 points)**

    k. How does the HMIS Lead respond to identified HMIS-related CoC project needs (specific examples)? **(10 points)**

l.   How does the HMIS Lead respond to identified HMIS-related CoC system needs (specific examples)? **(10 points)**

m.   How is the HMIS Lead supporting the move toward measuring CoC system performance (specific examples)? **(10 points)**